

Information Technology Advisory Board

February 24, 1999
MEETING MINUTES

ATTENDEES:

Jim Roggero, Chairman	Jill Hansen	Bruce Vieweg
Doug Abbott	Russell Helm	Mike Wankum
Joyce Backes	Bill Perkins	Debbie Wells
Mike Benzen	Paul Peterson	Ron Welschmeyer
Matt Blotevogel	Rex Peterson	Tony Wening
Carolyn Cook	Kim Potzmann	Chris Wilkerson
Tim Dwyer	Dave Schroeder	Mary Willingham
Jeff Falter	Dave Schulte	Lanny Wingate
Jan Grecian	Don Slinkard	Gary Wofford
Cliff Gronauer	Joe Stevenson	Paul Wright

OPENING REMARKS

Jim Roggero called the meeting to order at 8:30 a.m. on February 24, 1999, in the Interpretive Center at the Office of the Secretary of State.

PRESENTATION

1. Presentation on Architectural Standards

Chris Wilkerson presented the background of the Architectural Standards Committee to the group. The primary goal of the Architectural Committee's primary goal was to identify architectural standards and recommend those standards to the team. These standards should assist IT professionals in dealing with constantly changes requirements and technology. He identified the members of the team and steps taken in establishing the plan. The team used IBM's Open Blueprint as a model.

Larry Seneker described the methodology for the Committee. He reviewed the steps the team has taken in developing the process model. A survey is planned for distribution that will include the install basis for hardware and software. The Committee has placed the finishing touches on the plan and forwarded it to the Meta Group for their review. The next step involves examining technology trends. Larry requested ongoing feedback from ITAB during his monthly updates, effective committees for technical development and help in determining proper governance. Larry has given a presentation to Social Services. Any other agencies interested in having him make a presentation to their staff should contact him. It was also suggested that he give a presentation at a 'Thursday @ 10' meeting.

Chris stated that anyone with questions relating to the methodology should contact him or Larry. The team meets weekly on Wednesdays at 1:30 p.m. in Larry Seneker's office. Anyone interested is welcome to attend. Gerry Wethington is now the ITAB liaison for this Committee. He also serves on the NASIRE committee to address architecture.

ACTION ITEMS

1. Approval of the January 27, 1999, Information Technology Advisory Board Meeting Minutes

Jim asked for any additions, deletions or corrections to the minutes of the last meeting; there were none. The minutes of the January 27, 1999, ITAB meeting stand approved as written.

Jim noted that an additional document will be presented at the next meeting that will list action items approved at ITAB meetings. This will provide a quick reference of approved items and their date of approval.

2. Approval of New Rate for Internet Access

Debbie Wells requested ITAB to approve the \$10.75 rate per Internet user for FY2000. Bruce Vieweg moved to accept the proposed rate; Chris Wilkerson seconded the motion.

GENERAL BUSINESS

1. CIO Update

Mike Benzen stated that 165 data exchanges between the federal and state governments have been identified. The majority of these involve Social Services and Labor, but not all. Congress has been receiving a lot of publicity on these issues. These 165 data exchanges have been posted on the web with the name of the exchange, responsible person, email address and phone number. The states have been asked to add the corresponding information, along with the status. John Backes will be contacting each person responsible for the exchange to verify their status and post the information to the web. He will be working to ensure all exchanges are up and running as soon as possible. For the address of the web site where this information is located, contact Dave Schroeder. Public perception is an important part of the Y2K issue.

Mike has done three presentations on Y2K to the House and one to the Senate. The Governor's Office and the Senate are both concerned about departments with low numbers. He urged increased priority in getting these numbers up.

2. Project Management Update

Tom Stokes distributed handouts on Project Management to the group. The group has stayed away from identifying a specific methodology. He asked everyone to review the packet of information and let him know of any changes to the information contained in the document by Friday, March 5th.

A Project Management Web Page is currently being developed. It is being designed the same as OIT's home page. It can be accessed

through OIT's home page in the same manner as Y2K is now. He hopes to have this charter, policies and best practices there by the end of next week so that project managers can then review and give input on this information. Mike Benzen suggested presenting this information at a 'Thursday's @ 10' meeting to get information out on what is happening with project management.

Tom is scheduling a third training session to begin in April. He is still coordinating dates and will provide additional information at a later date.

3. SAM II Update

There was no update given on this item from OA. Bill Perkins stated that SAM II has maxed out on training and is looking for additional facilities. Training is scheduled to begin in the MOTEC facility around the first of April. Construction on the training facility is scheduled to be completed on March 8.

4. Year 2000 Update

Dave Schroeder stated that John Backes will be contacting the Y2K coordinators in the agencies on regarding the interfaces. He asked for the agencies to be patient with this process as there may be interfaces in the user community that they are not aware of. Outreach material is being printed and should be completed in late March or April. He also distributed the Statewide Year 2000 Progress Reports.

5. Data Center Consolidation Update

There was no update for this item.

6. Prime Vendor Update

Larry Seneker stated that some agencies are still calling IBM for maintenance. GE Capital has now taken over this area of the prime vendor business. IBM is still doing the work upon request, which is being billed under time and materials.

Karen Boeger stated she had met with GE Capital and discussed progress of improvement in various areas, specifically on web site and maintenance. Mike stated that GE Capital has been making great strides, although service is still a problem with GE meeting only half the deadlines on service turnaround times. However, they did improve 50 percent over last month. Additional staff is being hired and some organization is occurring.

7. Information Technology Education Advisory Committee (ITEAC) Update

Bill Perkins distributed two documents to the group. The first document lists individuals who are currently listed as members of this Committee. He encouraged the agencies to review the listing and ensure the proper individuals from their agencies are in attending the meetings. He asked that he be notified of any changes to the listing.

The second document lists the current mission statement and goals of this Committee on one side and the updated mission and goals on the

other. He requested that the ITAB members review this information and provide feedback at the next meeting or contact him directly.

The Committee will be developing the structure for the MOTEC Steering Committee. This steering committee will be patterned after the State Data Center Steering Committee. The next meeting will be March 23rd at 2:00 p.m. in the Secretary of State's Interpretive Center.

ACTION REQUIRED: ITAB members to review the ITEAC Mission/Goals for discussion at the next meeting.

8. Aspire RFP Update

Bill Perkins stated that Aspire is an automated system for developing lesson plans and online training. Gloria Thompson is working with Larry Seneker, Tom Robbins and Cindy Stafford, to develop a potential statewide contract. They will be meeting in a couple weeks. Anyone else interested in being a part of this subcommittee should contact Gloria, Bill or Carolyn.

9. Internet/MOREnet Update

Tony Wening stated that AT & T and Sprint still has the Internet access under the new state backbone contract. The 10 MB circuits for Higher Education are Southwestern Bell for Higher Ed sites in their territory and those outside the Southwestern Bell territory will buy off the state

A T & T contract. As part of the MOREnet3 implementation, a 64 port MCU will be arriving soon to support Higher Education's Video and Distance Learning. An RFP is out to re-bid the online reference resource databases. The state backbone usage is only at 50 percent. With the increases, usage is still expected to remain around 50 percent with Higher Education's video and distance learning usage.

10. Internet Support and Service Update

Debbie Wells announced that on March 7th the Internet connection speed will be increased. The Internet Rate Subcommittee submitted proposed rates of \$10.75 per user for FY2000. (See action items.)

11. Statewide Purchasing Update

Karen Boeger stated that anyone concerned about any existing contracts should contact her. She distributed a copy of the Executive Order relating to minority/women owned businesses, key points of the Executive Order, and a listing of the Contract Compliance Council members. Agencies may contact their representative on this Council with any questions or concerns. The Executive Order changes the goals of contracting minority businesses from 5 percent to 10/5 percent (desired is 20/10 percent). The Certification Program is working to certify all registered minority and women owned businesses by June 30, 1999. Karen stated this process will probably slow the procurement process down for her office.

Karen stated that she and Cindy Stafford have met with SAS. Handouts were distributed that included information on price quotes and schedules. Originally, SAS had stated that our original contract was

illegal but are now backing down from using that term. They have offered the state two pricing options. The first will charge a first year fee of \$63,560, with annual maintenance fees of \$31,855. The second option, which is through the Federal Data Corporation (FDC) route would include an initial fee of \$28,993, with an optional yearly maintenance cost of \$6,292. Karen's office is attempting to bring closure to this so that a contract can be established. If we buy into an agreement, SAS will forgive us of any penalties from the illegal contract. Karen asked for direction from ITAB on its preference on how to proceed. She requested a decision on whether to set up this agreement based on the FDC pricing or contract based on the prior method. Jim stated that ITAB acknowledged that she should move forward in the manner most cost effective for the state. Each agency should contact Cindy at 751-7076 or send her an email message on their preference either today or tomorrow.

12. User ID Naming Standards Update

This item can be removed from the agenda.

13. Personnel Committee

Joyce Backes stated there was nothing new to report on the Personnel Committee.

14. IT Recruiting of State Employees Update

Joyce Backes stated that last month she had reported that a draft report had been prepared on this subcommittee on protocols among agencies on recruitment and hiring of state employees. The product was produced and referred to the Personnel Committee for review and approval before submitting to ITAB. Several concerns were expressed to her by the Personnel Committee. She will be meeting with this Committee prior to making the presentation to ITAB.

She asked that she be notified of any other issues that should be discussed at this Personnel Committee meeting.

15. Assistive Technology

Mike Benzen stated that he had been working with Bill Perkins on the problem with Missouri Relay. The first suggestion was to provide an initial option to press 1 if you are a relay operator. This would take the relay operator into a set of options that included longer delays. The relay operators indicated that they would still have to relay this question to the deaf person and await their reply. Bill stated that an option will be given to go to a live operator. Another option was given to provide a separate number for the relay operators to dial. At this time, it does not appear to be acceptable to the operators as this would not allow them the same type of access as everyone else. Once this issue is resolved, the solution will be passed on to the group.

REPORT OF PLANNED/ACTIVE BIDS

1. There was no information reported.

REVIEW OF ACTION ITEMS

1. Review ITEAC Mission/Goals at next meeting.

OPEN DISCUSSION

1. OIT Strategic Planning Update

Mike Benzen stated that an updated plan needs to be done for the state. He suggested a small group be formed to develop a strawman. Members to be included, in addition to himself as Chair, are Bill Perkins, Gerry Wethington, Bruce Vieweg, Dave Schulte, Jim Roggero, Joyce Backes, Tony Wening, Cliff Gronauer and Lew Davison. If anyone else would like to participate on this Committee, contact Jim or Carolyn. Mike will schedule the meeting.

2. Review of ITAB 1999 Goals

Jim Roggero stated that he had not received any suggested goals from the ITAB members. He currently has two goals in mind: (1) To refine and produce a strategic plan update and (2) To reflect on the membership and roles of the committees. He requested that suggestions be sent to him or Carolyn prior to the next meeting.

3. Committees/Structure

Jim Roggero requested the committees produce a document, similar to the one distributed by Bill Perkins for the ITEAC Committee, that outlines the mission and goals of the specific committee. These documents should be forwarded to Jim or Carolyn for distribution and discussion in the April or May meeting. He also requested that each committee review its membership.

NEXT MEETING

Due to a conflict with the 1999 NASIRE Mid-Year Conference, the ITAB meeting scheduled for March 31, 1999, is cancelled. The next meeting will be held on Wednesday, April 28, 1999, at 8:30 a.m., in the Interpretive Center of the Office of the Secretary of State.